



# JTPA

Number: D97-4

Serving the People of California

DIRECTIVE

Date: August 21, 1997

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TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: JTPA CAPACITY BUILDING SALT FUNDS

## EXECUTIVE SUMMARY:

### Purpose:

This Directive provides procedures regarding capacity building funding for the State-Approved Local Training (SALT) funds that are used to meet local needs for professional development, "best practices" training and travel for state-sponsored meetings and other capacity building activities.

### Scope:

Funds provided through SALT are available for local capacity building activities.

### Effective Date:

This Directive is effective immediately.

## REFERENCES:

- Job Training Partnership Act (JTPA) Section 144 and 202(c)(3)(A)
- 20 Code of Federal Regulations, Sec. 627.903(c), 628.205(a)(2) and 628.325(c)
- Training and Employment Information Notice (TEIN) 49-93
- Information Bulletin 94-63,
- 29 Code of Federal Regulations Part 34

## STATE-IMPOSED REQUIREMENTS:

This document contains state-imposed requirements which are printed in ***bold, italic type***.

## **FILING INSTRUCTIONS:**

This Directive supersedes JTPA Directive D96-7, dated August 23, 1996.

## **BACKGROUND:**

The JTPA Amendments of 1992 permitted the use of capacity building funds to provide development and training to Service Delivery Areas (SDA) or service provider staff.

The SALT process was developed by the Job Training Partnership Division (JTPD), with the support of the JTPA Capacity Building Workgroup. The SALT funding provides local resources in order to meet training needs in two key program areas: best practices and professional development. The SALT funds will also continue to be used as a resource for in-state travel associated with capacity building efforts and attendance at state-sponsored meetings.

## **POLICIES AND PROCEDURES:**

This Directive provides policy direction regarding the application for and use of SALT funds. Such local training funds are intended to enhance the capacity of front-line staff providing JTPA customer services. Training should not duplicate training available at the state-level, unless it provides additional components that are specifically relevant to local needs. The SDAs obtain SALT funding for capacity building efforts via application, certification and reporting processes. The SALT process also requires that SDAs set-aside sufficient travel resources to attend training or meetings as directed by JTPD activities. Travel reimbursement from the State for attendance at such meetings will not be available. Funding amounts are determined by local need based on the application submitted by the SDA.

## **ACTION:**

### **Application:**

***For Program Year (PY) 1997-98, the maximum amount of SALT funds available for each SDA \$25,000.***

***Funds may be used to support “best practices”, professional development, and compliance training (if not available through the State or its contractors). Funds may also be used to attend conferences or seminars designed to enhance staff capacity.***

***The SALT application form is included as Attachment 1. The SALT application process requires the SDA to:***

- ***Provide a training plan for PY 1997-98 with estimated costs;***
- ***Certify that the local training plan provides sufficient funds for necessary travel;***
- ***Certify that SALT funds will not be used for staff salaries or benefits; and***

- ***Certify that SALT funds will not be used for out-of-state travel, or, for the development of management information systems.***

***Sufficient SALT funds must be reserved for travel to attend state-sponsored meetings, (e.g. SDA Administrators' Quarterly, SDA Advisory Committee, workgroup meetings, etc.). All SALT applications are subject to approval by the JTPD. The SALT funds will be modified into the SDA Title II master subgrant following approval of an application.***

***Submit SALT applications to:***

***Manager, Capacity Building Unit  
EDD Job Training Partnership Division  
P.O. Box 826880, MIC 69  
Sacramento, CA 94280-0001***

***Please submit applications as soon as possible. Applications must be received no later than September 30, 1997. Late applications will not be considered for funding. The SDAs that have failed to submit their PY 1996-97 (SALT) End-of-Year Report and financial reports by July 30, 1997, will not be eligible for PY 1997-98 SALT funds.***

#### **Reporting**

***The SDAs will be required to submit a JTPA 12 report for SALT (Title II) funds. The JTPA 12's are required pursuant to the JTPA Directive D96-4, Closeout Reporting Handbook.***

***The SDAs must also submit a SALT Year-End Report (Attachment 2) reflecting the actual use of SALT funds. Costs reflected on the SALT Year-End Report and associated JTPA 12 must reconcile. Final reporting of expenditures regarding the use of the SALT funds is required by August 28, 1998.***

#### **Other**

***A maximum of \$25,000 per SDA is available for SALT.***

***Any unexpended SALT funds as reflected by the JTPA 12 submitted at the close of PY 1997-98 will be returned to the State via subgrant deobligation. The SDAs that fail to submit complete and timely reports will be denied SALT funding (as available) in the next fiscal year.***

**INQUIRES:**

Please contact your assigned Program Manager for further information or questions.

/S/ BILL BURKE  
Acting Chief

Attachments are not available online. To obtain a copy e-mail JTPD at **JTPDLIB@EDD.CA.GOV** (subject line should read: "Attachment") or contact Jim Scholl at (916) 657-4610.

1. State-Approved Local Training Fund Application
2. State-Approved Local Training Year-End Report